

AGENDA

COMMITTEE ON HUMAN RESOURCES/INSURANCE

August 1, 2006
Aldermen Gatsas, Shea,
Garrity, Pinard, Duval

5:00 PM
Aldermanic Chambers
City Hall (3rd Floor)

1. Chairman Gatsas calls the meeting to order.
2. The Clerk calls the roll.
3. Communication from Virginia Lamberton, Human Resources Director, requesting a reclassification of four Information Services positions, outlined herein.
Gentlemen, what is your pleasure?
4. Communication from Virginia Lamberton, Human Resources Director, proposing change to Ordinance 33.048, Advancements Within Pay Range by replacing the term Promotion to Step Increases.
Gentlemen, what is your pleasure?
5. Communication from Virginia Lamberton, Human Resources Director, proposing change to Ordinance 33.054(B)(2), Overtime Compensation/ Compensatory Time allowing up to 80 hours for employees such time to be taken prior to the employee terminating from city employment.
Gentlemen, what is your pleasure?
6. Communication from Virginia Lamberton, Human Resources Director, proposing change to Ordinance 33.076(A), Special Leave authorizing department heads to determine whether or not an employee may be granted up to ninety (90) days off without pay with any additional time thereafter requiring approval from the Board of Mayor and Aldermen.
Gentlemen, what is your pleasure?

7. Communication from Virginia Lamberton, Human Resources Director, requesting to amend Ordinance 33.080, Military Service and recommending an additional five days of paid military leave for the specific purpose of attending funerals that employees are ordered to participate in.
Gentlemen, what is your pleasure?
8. Communication from Virginia Lamberton, Human Resources Director, requesting a policy be set regarding the retiree insurance subsidy in situations where a retiree is married to an active city employee.
Gentlemen, what is your pleasure?
9. Report of the Committee on Human Resources/Insurance recommending the Board establish a policy preventing part-time employees from purchasing health insurance upon retirement.
(Note: referred back to Committee by the BMA on July 11, 2006. Communication from the Human Resources Director enclosed.)
Gentlemen, what is your pleasure?

TABLED ITEM

A motion is in order to remove the following item from the table for discussion.

10. Communication from Virginia Lamberton, Human Resources Director, requesting adoption of a policy relating to participation in the Contributory Retirement System for part-time-employees:
 - establish a minimum number of hours per week that a part-time employee would have to work in order to be eligible to participate in the Retirement System (i.e., 20 hours, 30 hours, 35 hours);*(Tabled 05/23/2006. Communication from the Human Resources Director enclosed.)*
11. If there is no further business, a motion is in order to adjourn.



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065
www.ManchesterNH.gov



June 27, 2006

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03301

Re: Request for Reclassification

Dear Alderman Gatsas and Members of the Committee:

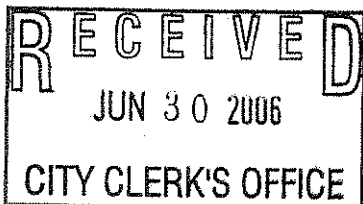
Last Fall, I began writing to Department Heads asking them to review their class specifications to ensure that the specifications were up to date. If you will recall, we processed quite a few class specs over the winter months from a few departments in order to update them.

Information Services participated in reviewing their class specifications. The result of our review of the class specifications for them was that two class specifications need to be revised in content, one class specification needs to be reclassified to a new title and the contents revised, and one position needs to be given a contemporary title as well as an increase in salary grade. The following represents the request before you:

Computer Operator II, Salary Grade 14: No change in salary grade. Update content of class specification. Proposed class spec attached for your review and approval.

Web Services Administrator, Salary Grade 21: No change in salary grade. Update content of class specification. Proposed class spec attached for your review and approval.

Systems/Programming Manager, Salary Grade 23: No change in salary grade, request a new title of Systems/Development Manager. Proposed class spec is attached for your review and approval.



June 27, 2006

Computer Programmer, Salary Grade 18: This class spec and the class title are outdated. As such, this office completed a position review with the former incumbent. We determined that the position title should be changed to Applications Developer/Analyst and the salary grade should be increased from an eighteen to a nineteen. Therefore, I am attaching a copy of the proposed class specification for your review of the class specification and your approval to increase the salary grade to a nineteen. If you will look at the class specification, you will note that the duties for this classification have increased to a higher level of responsibility. The required knowledge, skills and abilities have also increased as has the whole profession. This position now requires the incumbent to be able to design, deploy and support business software applications whereas previously, the position was focusing on development and maintenance.

I am also attaching a proposed organizational chart for your review and approval. The changes to this chart are limited to the class titles and salary grade for the proposed Systems/Development Manager class specification.

Your favorable approval of this request would be greatly appreciated.

Respectfully submitted,



Virginia A. Lamberton
Human Resources Director

Attachments

Cc: Diane Prew, Director

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

"Amending Sections 33.024, 33.025, & 33.026 (Computer Operator II, Web Services Administrator, Systems/Programmer Manager, Applications Developer/Analyst) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

- Delete Systems/Programming Manager, Class Code 2210
- Establish Systems/Development Manager, Class Code 2210
- Delete Computer Programmer, Class Code 2180
- Establish Applications Developer/Analyst, Class Code 2180

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

- Delete Systems/Programming Manager, Class Code 2210, Grade 23
- Establish Systems/Development Manager, Class Code 2210, Grade 23
- Delete Computer Programmer, Class Code 2180, Grade 18
- Establish Applications Developer/Analyst, Class Code 2180, Grade 19

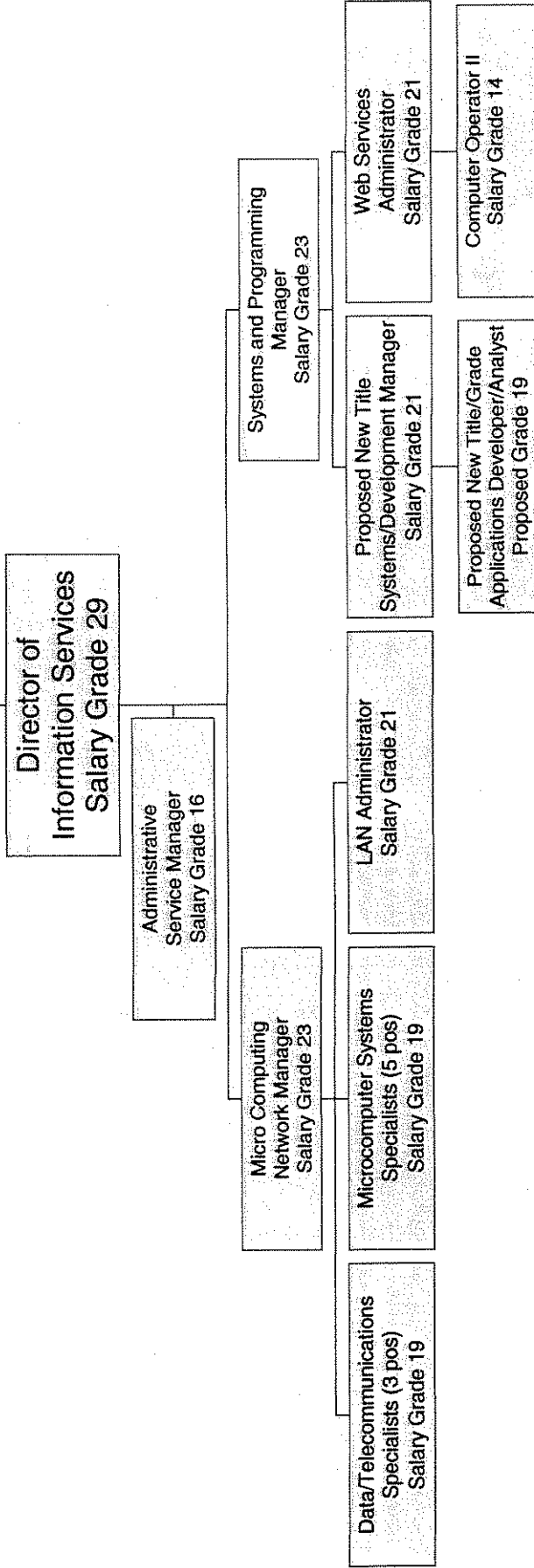
SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

- Change Class Specification for Computer Operator II, Grade 14, Class Code 2140, Grade 14, non-exempt (see attachment)
- Change Class Specification for Web Services Administrator, Class Code 2196, Grade 21, exempt (see attachment)
- Change Class Specification for Systems/Programming Manager, Class Code 2210, Grade 23, exempt (see attachment)
- Change Computer Programmer to Applications Developer/Analyst, Class Code 2180, Grade 19 non-exempt (see attachment)

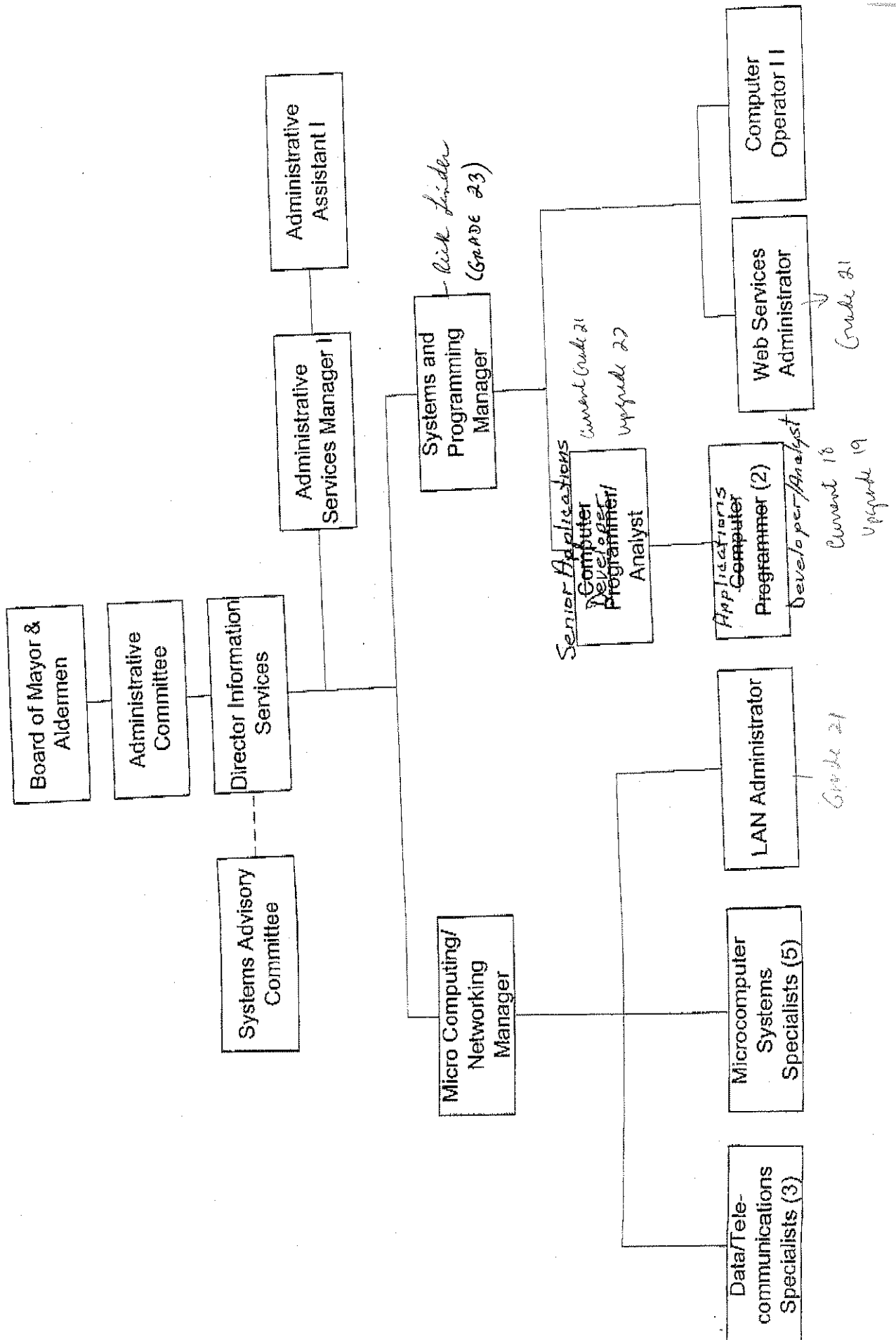
This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

DEPARTMENT OF INFORMATION SYSTEMS

Mayor and Board of Aldermen



INFORMATION SYSTEMS DEPARTMENT



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Computer Operator II
Class Code Number	2140-14

General Statement of Duties

Operates a centralized computer system; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to operate a centralized computer to provide scheduled data processing service for users in the City. The work is performed under the supervision and direction of the ~~Systems/Programming~~ Systems/Development Manager but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Computer Operator I by the additional responsibility of scheduling and organizing operating work. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other computer operators, other City employees and the public. The principal duties of this class are performed in a general office environment and various field locations.

Examples of Essential Work (illustrative only)

- Schedules and organizes work assignments for ~~Computer Operators;~~ computer operations;
- Sets up jobs and operates centralized computer equipment in conformance with established policies, procedures and schedules;

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- Monitors centralized computer operation, identifying and resolving problems within established procedures;
- Prepares job output for users;
- Provides on-call user support in computer and network problem resolution, referring problems as necessary;
- Maintains required reports and documentation for all jobs;
- Maintains work area according to procedures;
- Performs ~~micro-computer data transfer~~ data transfers using networks;
- Monitors City telecommunications networks and resolves problems;
- Coordinates activities with personnel in the same class;
- Sets job parameters as required, using appropriate job control language;
- Performs established backup procedures for centralized and networks;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the department;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to questions and comments from City department heads and other users in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>
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- Substantial knowledge of computer operations in the City, including centralized computers and network operation, maintenance, and troubleshooting;
- Substantial knowledge of City computing resources and related networks;
- Substantial knowledge of data processing, practices and procedures;
- Substantial knowledge of the operation and maintenance of centralized computers equipment, networks, and software;
- Substantial knowledge of centralized computer job control language;
- Substantial knowledge of data processing troubleshooting principals and practices;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;

- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School; and
- Some experience in operating centralized computer systems and networks; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Valid Driver's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor computer operations, diagnose computer and network problems and to review a wide variety of materials in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to load and operate computer systems, networks and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to transport assigned equipment as necessary to perform timely computer system and network operation procedures, and to function within the general office environment.

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Approved by: _____ Date: _____

City of Manchester, New Hampshire

Class Specification

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Class Title	Web Services Administrator
Class Code Number	2196-21

General Statement of Duties

Leads in the definition of the City's strategic Web direction. Works with departments for determination, implementation and support of Web applications. Recommends Web architecture design and develops an implementation plan that is consistent with the City's strategic goals and objectives. Is responsible for ensuring sound definition, structure, operations and documentation for the City's Web site.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure professional principles are applied in the support of the City's Web site. The work is performed under the supervision and direction of the ~~Systems and Programming~~ Systems/Development Manager and Information Services Director but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

- Plans, organizes and provides technical support for the City's Web site;
- Establishes methods and criteria for the evaluation, selection, installation and configuration of Web site software;

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- Develops standards and procedures for the selection and use of web development and processing software.
- Develops policies regarding security and disaster recovery relative to the City Web site;
- Monitors and analyzes Web site statistics and makes appropriate modifications and recommendations as required.
- Performs troubleshooting and problem resolution on Web site applications.
- Reviews and analyzes user requests for Web applications, including advising and recommending the feasibility of proposed requests;
- Develops technical specifications for proposals and bids, including assisting in the evaluation process;
- Provides technical and operational training and support, including writing technical and operational documentation;
- Provides technical advice in evaluating applications for use on the City's Web site;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities

- Comprehensive knowledge of all facets of Web site development.
- Comprehensive knowledge of Web infrastructure and interactive components.
- Ability to translate needs analysis data into formal designs.
- Must be able to effectively and professionally communicate with management, staff, City personnel, including department heads and officials, personnel from agencies the City may be linked to, and outside contractors and vendors, both orally and in writing, using both technical and non-technical language.
- Must demonstrate sound judgement and reasoning skills.
- Ability to define problems, collect data, establish facts, draw valid conclusions and solve problems in a timely and accurate manner.
- Thorough knowledge of relational database concepts and project management.
- Thorough knowledge of office terminology, procedures and equipment;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to understand system user problems and needs;
- Ability to develop software customization and programming to enhance user productivity;

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- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Computer Science; and
- Extensive experience in Web site design and development; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate personal computers and related equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform timely Web maintenance and to function within the general office environment.

Approved by: _____ Date: _____

Established: _____



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Systems/Programming Manager	
Class Title	Systems/Development Manager	
Class Code Number	2210-23	

General Statement of Duties

Manages and supervises computer programming, computer operations, systems analysis applications development/analysis, Web services administration, GIS services administration and computer operations staff, and related functions; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure computer applications operate in service of City Departments. The work is performed under the supervision and direction of the Information Services Director but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of Computer Operator I and II, Computer Programmer, Computer Programmer/Analyst, Applications Developer/Analyst, Senior Applications Developer/Analyst, Web Services Administrator, GIS Services Administrator and related technical personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other information technology personnel, other City employees, technical vendors and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work
(illustrative only)

- Supervises application development, Web administration, GIS administration and operations staff, including coordinating data processing, reviewing applications and support requests, assigning work to staff, testing data to ensure program integrity and providing technical advice to staff as necessary;
- Serves as the City's project manager for the implementation and administration of City-wide systems, including coordinating training; monitoring, scheduling and implementing software revisions; problem resolution with vendors and users; overseeing transfer of information and service delivery from existing systems to new systems; and developing programs to extract information from existing systems as necessary;
- Maintains systems software, including operating systems, databases, compilers and utilities;
- Inspects, evaluates, determines and diagnoses systems failures and initiates corrective processes;
- Directs, implements and oversees maintenance and repair procedures on systems and equipment;
- Prepares plans, technical reports, statistical data and records on systems use;
- Writes detailed technical specifications for proposals and bids, evaluates proposals and administers contracts;
- Participates in the development of policies and procedures relating to the security of microcomputers, network applications and disaster recovery;
- Prepares budget for assigned area;
- Maintains and modifies vendor software packages;
- Analyzes, reviews, writes and/or rewrites programs for new requirements or to increase operational efficiency;
- Designs procedure, operation and user manuals and provides subsequent training;
- Applies expert systems analysis and design techniques to complex system development in a broad or specialized design area and/or resolves unique or unyielding problems in existing systems by applying new technology;
- Designs and monitors necessary testing and implementation plans;
- Performs other duties of technical analytical personnel as necessary;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the division;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;

- Responds to questions and comments from City department heads and other users in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>

- Comprehensive knowledge of assigned system needs, including user requirements, priorities, and interests;
- Comprehensive knowledge of City computing resources and related networks;
- Comprehensive knowledge of computer application design and programming practices and procedures;
- Comprehensive knowledge of computer system programming languages used by the City;
- Comprehensive knowledge of data processing practices and procedures;
- Comprehensive knowledge of data processing troubleshooting principals and practices;
- Comprehensive knowledge of computer equipment application software and operating systems;
- Comprehensive knowledge of information technology system concepts;
- Comprehensive knowledge of computer terminal usage;
- Ability to analyze and comprehend various administrative and business operations and to apply computer technology to those operations;
- Ability to provide expertise on application software, computer languages and operating systems;
- Ability to train, supervise, evaluate and coordinate the work of others;
- Ability to establish and maintain effective working relationships with associates, City employees and outside vendors;
- Ability to understand and adapt to different governmental business activities easily;
- Ability to analyze and understand user needs underlying assigned system development requests;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

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- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelors Degree in Computer Science or related field; and
- Considerable experience in developing and maintaining computer programs and applications; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to access computer program information and to operate related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to transport assigned equipment as necessary to perform timely computer program review and troubleshooting procedures, and to function within the general office environment.

Approved by: _____

Date: _____

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Examples of Essential Work
(illustrative only)

- Applies appropriate application development standard programming procedures and detailed knowledge of pertinent subject matter in an assigned programming area;
- Designs, writes software ~~Develops, codes and tests~~ computer applications and related software systems;
- Designs and deploys computer applications as assigned, interacting with users or based on supervisor direction;
- Tests application program components to meet system design requirements;
- Provides technical support on application software programming systems and related business issues to City department personnel;
- Acts as technical liason/advocate for City users to third-party software vendors;
- Recognizes probable interactions of related software systems ~~other related programs with assigned projects~~ programs and is familiar with current computing systems, software environments, infrastructure, and equipment ~~currently in use by the City~~ related system software and computer equipment;
- Solves conventional programming and development problems;
- Participates in system design and testing for new or modified systems in coordination with the Senior Applications Developer/Analyst ~~Computer Programmer/Analyst;~~
- Performs troubleshooting, and file recovery, and debugging as needed;
- Coordinates project activities with other City personnel involved in information services activities;
- Participates in training programs;
- Prepares progress reports and other documents in conformance with assigned procedures;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the department;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to questions and comments from City department heads and other users in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities (at time of appointment)

- Thorough knowledge of assigned system and application program needs, including design concepts, and user requirements;
- Thorough knowledge of City computing resources, and related networks, and policies;
- Thorough knowledge of software development environments, tools, languages, and resources in use ~~a wide variety of computer system programming languages used by the City;~~
- Thorough knowledge of computer application design and programming practices and procedures;
- Thorough knowledge of information technology practices, and procedures, trends, and principles;
- Thorough knowledge of the operation of centralized and workstation ~~micro-computer~~ equipment and software;
- Thorough knowledge of application software troubleshooting principles techniques and practices;
- ThoroughSubstantial knowledge of relational database terminology, design, usage, security, operation, maintenance and querying (including SQL);
- Thorough knowledge of Structured Query Language (SQL) and database management system (DBMS) capabilities;
- Substantial knowledge of computing and application architecture methodologies (including but not limited to web-based, fat client, client-server, n-tier design);
- Substantial knowledge of project management principles and techniques;
- Substantial knowledge of extensible markup language (XML), hypertext markup language (HTML), and scripting languages;
- Ability to create efficient codes to accomplish system design and program performance objectives;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language as required by the situation;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a ~~personal~~ computer using standard or customized software applications appropriate to assigned tasks;
- Ability to fully understand various integrated development environments, programming languages, algorithms, and techniques~~various programming languages;~~
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

3

- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelors Degree in Computer Science; and
- Considerable experience in developing, designing, deploying and supporting business software and maintaining computer programs and applications; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to access computer program information and to operate related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to transport assigned equipment as necessary to perform timely computer program review and troubleshooting procedures, and to function within the general office environment.

Approved by: _____ Date: _____



CITY OF MANCHESTER

Human Resources Department

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Manchester, New Hampshire 03101
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July 19, 2006

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Proposed Change in Ordinance 33.048
Advancements Within Pay Range

Dear Alderman Gatsas and Members of the Committee:

Ordinance 33.048 (B), Promotion, should be changed to say Step Increases. If you will refer to the language in the body of the Ordinance, the language does not deal with promotions, but rather annual merit step increases. There is a separate ordinance that addresses rates of pay when an employee is promoted, Ordinance 33.046(E).

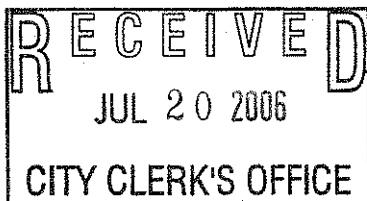
I am also recommending that the language in this Ordinance be consistent with the language that is in the Collective Bargaining Agreements. Specifically, if the Department Head does not do a performance the employee can assume his/her performance is satisfactory.

Your favorable approval of this request would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton
Human Resources Director

Attachment



PROPOSED CHANGE IN ORDINANCE

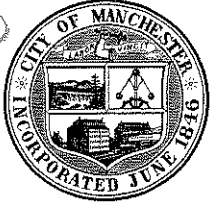
33.048 Advancements Within Pay Range

Current Language:

- (B) *Promotion.* Employees may be advanced to the higher rates within the range as recommended by the department head and approved by the Human Resources Director or Human Resources and Insurance Committee, based upon their manner of job performance and length of service, except as otherwise provided for in collective bargaining agreements. Such advancement may be made yearly until the employee has reached the maximum base rate of the class grade for the position. The Human Resources Director shall develop standardized forms and processes for use by department heads in assessing and rating employee job performance on an objective and equitable basis. Eligibility dates for such advancements shall be the anniversary date of the employee's date of hire in the assigned class.

Proposed Language:

- (B) *Step Increases.* Full time employees may be advanced to the higher rates within the range as recommended by the department head and approved by the Human Resources Director or the Human Resources and Insurance Committee, based upon their job performance and length of service except as otherwise provided for in collective bargaining agreements. Such advancement may be made yearly until the employee has reached the maximum base rate of the class grade for the position. The Human Resources Director shall develop a standardized form and process for use by department heads in evaluating employees' work performance. Such evaluation of work performance shall be made on an objective and equitable basis. An incomplete evaluation will be considered a satisfactory evaluation. Eligibility dates for such advancements shall be the anniversary date of the employee's date of hire in the assigned class.



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July 17, 2006

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
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One City Hall Plaza
Manchester, New Hampshire 03101

Re: Proposed Change to Ordinance 33.054(B)(2)
Overtime Compensation/Compensatory Time

Dear Alderman Gatsas and Members of the Committee:

I would like to propose a change to the current Ordinance that provides for compensatory time in lieu of paid overtime. If you will refer to the attached document, you will see the current language which is in Ordinance 33.054(B)(2).

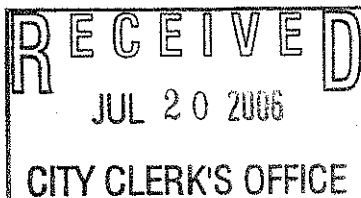
The current Ordinance requires that the employee must use the compensatory time prior to the end of the following pay period. Typically, overtime, or compensatory time is worked when there is a peak in the work load. One can not always predict precisely when that peak will end. Further, by establishing a maximum accrual, the Department Head will have the discretion to allow the employee to take the compensatory time off when it will least interfere with efficient operations of his/her department. This seems more reasonable than the current mandate. Generally, by Federal law, employees may accrue compensatory time to a maximum amount of 240 hours. I am proposing eighty (80) hours for City employees. I am also proposing that all accrued compensatory time will have to have been taken prior to the employee terminating from City employment. This will ensure that we do not have an un-funded liability.

Your favorable approval of the change to the compensatory time Ordinance would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton
Human Resources Director

Attachment



PROPOSED CHANGE IN ORDINANCE

Overtime Compensation/Comp Time 33.054(B)(2)

Current language:

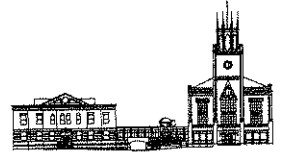
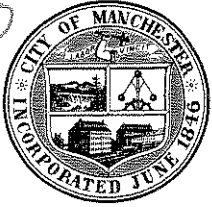
- (2) Compensatory time off in lieu of overtime payment shall be at time and one half rate. Such compensatory time earned must be taken within one pay period following the dates earned or request for payment for overtime must be submitted for the employee by the department. Compensatory time shall not be accrued beyond the pay period following the overtime actually worked. Such compensatory time shall be used only to compensate employees who are on a 35 hour standard work week and work more than seven hours per day or more than 35 hours, but not over 40 hours in one week. All overtime worked beyond 40 hours in one week must be paid at the time and one half rate, except for executive, administrative and professional employees in exempt positions as defined in the administrative regulations.

Proposed language:

- (2) Compensatory time off in lieu of overtime payment shall be at time and one half rate. The maximum amount of compensatory time that may be accrued is 80 hours. The Department Head shall determine whether it is in the best interest of the department to pay the employee for overtime or to allow the employee to accrue compensatory time. Compensatory time off may be granted by the Department when it least interferes with the efficient operation of the Department. Accrued compensatory time must be utilized prior to the employee terminating from employment.

CITY OF MANCHESTER

Human Resources Department



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www.ManchesterNH.gov

July 18, 2006

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Proposed Change to Ordinance 33.076(A), Special Leave

Dear Alderman Gatsas and Members of the Committee:

Currently, a Department Head, with concurrence of the Mayor, is only authorized to grant an employee ten days without pay in any calendar year. Any additional time off without pay beyond the ten days as authorized by this Ordinance, must have the approval of the Board of Mayor and Aldermen.

Leave without pay is typically due to an employee's own illness or the serious illness of an immediate family member. Occasionally, there will be other circumstances, but most often the time is needed for serious health problems.

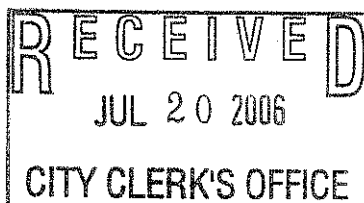
Section 3.04, Authority, in the City Charter gives a Department Head exclusive authority within their departments in personnel matters. It would seem appropriate to have a Department Head make the determination as to whether or not he/she can or can not grant an employee up to ninety (90) days off without pay. Any additional time off beyond the ninety (90) days in a calendar year, would require approval from the Board of Mayor and Aldermen.

Your favorable approval of this change would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton
Human Resources Director

Attachment



PROPOSED CHANGE IN ORDINANCE

Special Leave 33.076 (A)

Current Language:

- (A) In addition to other leaves authorized by this subchapter, a department head with approval of the Mayor, may authorize an employee to be absent without pay for personal reasons for a period or periods not to exceed ten work days in any calendar year.

Proposed Language:

- (A) In addition to other leaves authorized by this subchapter, a department head shall be authorized to grant an employee up to 90 days without pay in a calendar year.



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July 18, 2006

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Request to Amend Ordinance 33.080, Military Service

Dear Alderman Gatsas and Members of the Committee:

Currently the City provides ten days of paid military leave to members of the Reserves or National Guard. Any other military orders that the Reservist or National Guard member receives, requires the employee to utilize his/her vacation time if such is available. If no vacation time is available, the employee must take the time off without pay.

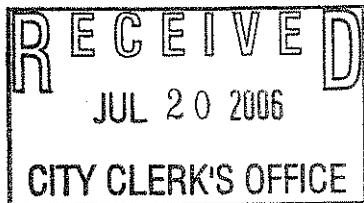
Unfortunately there have been all too many deaths of our service men and women. I have been informed that often times the Reservist or National Guard member will receive orders to attend and participate in funerals. One person told me that he has used almost all of his time to fulfill these orders. Therefore, I would like to suggest that we increase the paid military leave. Specifically, I am recommending that we allow an additional five days of paid military leave for the specific purpose of attending funerals that the employees are ordered to participate in.

Your favorable approval of this request would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton
Human Resources Director

Attachment



PROPOSED CHANGE TO ORDINANCE

33.080 MILITARY SERVICE

Add Language to 33.080 (A)

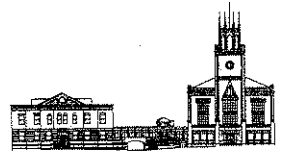
- (1) In addition to the ten paid military days for training each training year (October 1 to September 30), said employees shall be eligible for five additional paid military days to attend military funerals as assigned by the military.



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July 19, 2006

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

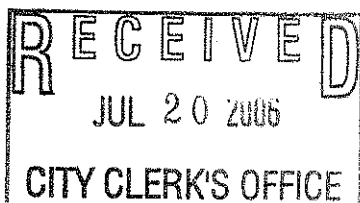
Re: Retiree Insurance Subsidy

Dear Alderman Gatsas and Members of the Committee:

Effective July, 2006, individuals who have retired from the City and are receiving a retirement annuity from the Contributory Retirement System, and who meet the criteria, are eligible to receive a subsidy toward their health insurance as long as they are on the City's health insurance plan.

A retired employee has been informed that he is eligible for the health insurance subsidy in the amount of hundred dollar (\$100) per month. This retiree is married to an active City employee who has a two person health insurance plan which covers the retiree. Mr. Fleury, Executive Director of the retirement system, has informed both this office and the retired employee, that the City will be receiving one hundred dollars a month toward his health insurance coverage.

Currently, employees are required by City policy to pay 12.5% toward their premium for Blue Choice. That equates to \$17.28 per week for one person and \$34.56 per week for a two person plan. The monthly amount is \$69.11 for one person and \$138.22 for a two person plan. The retired person believes that \$69.11 of the \$100 subsidy should be applied to the co-payment that his wife is paying pursuant to City policy which is \$138.22 per month. To allow that would be inconsistent with both the City policy and Collective Bargaining Agreements that requires all employees to pay 12.5% of the monthly premium. However, to not allow that would be inconsistent with the purpose of the health insurance subsidy, ie reduce the expense of health insurance for eligible retired employees.



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Alderman Ted Gatsas

- 2 -

July 19, 2006

Therefore, I am asking your Committee to set a policy for this type of situation. Surely in the future, there will be more employees retiring and their spouses continuing to work until they are eligible for retirement. I think it is important that we set a policy to ensure that we treat all retired and active employees equally in this sort of circumstance.

I look forward to discussing this situation with you and the Committee at our next meeting.

Respectfully submitted,



Virginia A. Lamberton
Human Resources Director

9

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration that the Board establish a policy preventing part-time employees from purchasing health insurance upon retirement.

(Unanimous vote; Alderman Garrity absent)

IN BOARD OF ~~MAYOR & ALDERMEN~~

DATE: June 6, 2006

ON MOTION OF ALD. Gatsas

SECONDED BY ALD. Duval

VOTED TO table.

S. L. Bernier
CITY CLERK

Respectfully submitted,

S. L. Bernier

Clerk of Committee

IN BOARD OF ~~MAYOR & ALDERMEN~~

DATE: July 11, 2006

ON MOTION OF ALD. Gatsas

SECONDED BY ALD. Long

refer back to the Committee
VOTED TO on Human Resources/Insurance.

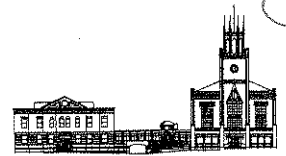
S. L. Bernier
CITY CLERK



CITY OF MANCHESTER

Human Resources Department

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July 25, 2006

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Items 9 and 10 on the Agenda

Dear Alderman Gatsas and Members of the Committee:

There are two items on the Agenda that can be addressed by passing the attached Ordinance. Specifically, Item 9 was proposed originally to prohibit part time employees from being able to enroll in our health insurance program upon retirement. Item 10, was tabled at our last meeting. This Item was proposed to establish the minimum number of hours a part time employee must work in order to participate in the Contributory Retirement System.

After our last meeting, it was pointed out to me that it would be improper to prohibit current part time employees who are contributing to the Retirement System from purchasing health insurance upon retirement. Current part time employees are required to contribute five percent (5%) of their earnings as are full time employees. This contribution increased from 3.5 % to 5% as of July 1, 2006 for the purpose of contributing to the health insurance subsidy. Since the part time employees are contributing to the health insurance subsidy, it would be improper to prohibit them from being able to purchase the health insurance at retirement.

The enabling legislation for the Manchester Contributory Retirement System, provides for participation in that system for both full time and part time employees. It is up to the City to determine how many hours a part time employee must work in order to participate. As per the Human Resource and Insurance Committee's request, I was instructed to find out how many hours other cities and towns require part time employees to work in order to participate in their retirement programs. According to what I have learned, if they choose to provide retirement, the other cities and towns participate in the State Retirement System. The State Retirement System will not let anyone participate unless they are a full time employee.

9
Alderman Ted Gatsas

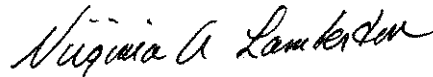
- 2 -

July 25, 2006

In consideration of all of the information above, it is my recommendation to add Section (D) to the current Ordinance 33.062. This would make it clear as to how many hours a part time employee must work (prospectively) in order to participate in the Contributory Retirement System and thus the health insurance upon retirement.

Your favorable approval of the attached Ordinance would be greatly appreciated.

Respectfully submitted,



Virginia A. Lamberton
Human Resources Director

Attachment

PROPOSED REVISION TO
ORDINANCE 33.062
PART TIME EMPLOYEES

33.062 Part-Time Employees:

(D) An employee who is employed to work thirty-two hours per week in a position that does not have an end date, shall be required to participate in the City Contributory Retirement System unless the position is designated as a Group II position. (Current part time employees who are working less hours, and who are currently contributing to the Contributory Retirement System, may continue to do so.) Said employees shall be eligible to participate in the health insurance program upon retirement.



CITY OF MANCHESTER

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5/23/06 -
Tabled first
bullet point.

April 24, 2006

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

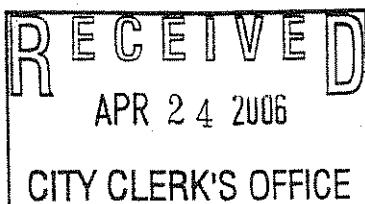
Dear Alderman Gatsas and Members of the Committee:

The enabling legislation for the City of Manchester Employees' Contributory Retirement System provides for participation in the system for both full time and part time employees. As such, both part time and full time employees that contribute to the System will get a retirement annuity once they have met all of the requirements of the System.

There are currently seventeen (17) individuals who work part time on an ongoing basis of more than twenty (20) hours a week. Those employees accrue leave time pursuant to Ordinances. Part time employees do not get health insurance. The implementation of the health insurance subsidy requires the part time employees to pay the 5% contribution just like the full time employees. However, upon retirement, those part time employees will not be eligible for health insurance as it stands today. Further, with the adoption of Chapter 41, Laws of 2005, there is a policy question as to whether or not the City will allow former part time employees who are collecting retirement to sign up during the open enrollment for all retired employees.

Therefore, I am requesting that the Board of Mayor and Aldermen consider adopting one or more of the following policies:

- Establish a minimum number of hours per week that a part time employee would have to work in order to be eligible to participate in the Retirement System. I.e 20 hours, 30 hours, 35 hours.
- Establish a policy as to whether or not upon retirement, a part time employee can purchase health insurance.
- Make a decision as to whether or not the City will allow former retired part time City employees to sign up for health insurance during the open enrollment period.



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Alderman Ted Gatsas

- 2 -

April 24, 2006

The last bullet needs to be answered by May 12, 2006. The Retirement Director needs to know this because he is going to be sending out letters to retired employees notifying them of the open enrollment in order to receive the subsidy. I am attaching a copy of his letter to me regarding this issue for your review and information.

Thank you very much for your consideration of these important questions.

Respectfully submitted,



Virginia A. Lamberton
Human Resources Director

Attachment

10

**CITY OF
MANCHESTER
EMPLOYEES'
CONTRIBUTORY
RETIREMENT
SYSTEM**

1045 ELM ST. • SUITE 403
MANCHESTER, NH 03101-1824
PHONE (603) 624-6506
FAX (603) 624-6342


Virginia Lamberton – HR Director
City of Manchester
Human Resources Department
One City Hall Plaza
Manchester, NH 03101-4000

April 14, 2006

Dear Ginny:

I am writing to document an immediate concern regarding a handful of City participants in the Manchester Employees' Contributory Retirement System who are now contributing toward a health insurance subsidy and who, for whatever reasons, do not presently qualify for City health insurance. The question has been posed as to whether these individuals will be allowed to join the City group upon retirement in order to be able to utilize their subsidy entitlement. This is not to say that they should be allowed to join the group prior to retirement and we do not contest the City's decision to exclude them from eligible while they are still employed. Our concern is that these few individuals are obligated by law to fund a benefit structure which they won't be able to use if the City denies their enrollment into the group at the retiree's full expense upon retirement. The Manchester School District has already considered this issue as they also have a handful of plan participants in a similar situation and have decided not to deny enrollment upon retirement. This office needs to know the City's position on the matter before May 12, 2006 so that it may accurately proceed with communications to plan participants on various aspect of the benefit implementation stage of the retiree health insurance subsidy program created by Chapter 41 Laws of 2005. Please inform me in writing of the City's position on this issue before the May deadline.

Respectfully,


Gerard Fleury – Executive Director
Manchester Employees' Contributory Retirement System



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101
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www.ManchesterNH.gov



18

July 25, 2006

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Items 9 and 10 on the Agenda

Dear Alderman Gatsas and Members of the Committee:

There are two items on the Agenda that can be addressed by passing the attached Ordinance. Specifically, Item 9 was proposed originally to prohibit part time employees from being able to enroll in our health insurance program upon retirement. Item 10, was tabled at our last meeting. This Item was proposed to establish the minimum number of hours a part time employee must work in order to participate in the Contributory Retirement System.

After our last meeting, it was pointed out to me that it would be improper to prohibit current part time employees who are contributing to the Retirement System from purchasing health insurance upon retirement. Current part time employees are required to contribute five percent (5%) of their earnings as are full time employees. This contribution increased from 3.5 % to 5% as of July 1, 2006 for the purpose of contributing to the health insurance subsidy. Since the part time employees are contributing to the health insurance subsidy, it would be improper to prohibit them from being able to purchase the health insurance at retirement.

The enabling legislation for the Manchester Contributory Retirement System, provides for participation in that system for both full time and part time employees. It is up to the City to determine how many hours a part time employee must work in order to participate. As per the Human Resource and Insurance Committee's request, I was instructed to find out how many hours other cities and towns require part time employees to work in order to participate in their retirement programs. According to what I have learned, if they choose to provide retirement, the other cities and towns participate in the State Retirement System. The State Retirement System will not let anyone participate unless they are a full time employee.

(10)

Alderman Ted Gatsas

- 2 -

July 25, 2006

In consideration of all of the information above, it is my recommendation to add Section (D) to the current Ordinance 33.062. This would make it clear as to how many hours a part time employee must work (prospectively) in order to participate in the Contributory Retirement System and thus the health insurance upon retirement.

Your favorable approval of the attached Ordinance would be greatly appreciated.

Respectfully submitted,



Virginia A. Lamberton
Human Resources Director

Attachment

PROPOSED REVISION TO

ORDINANCE 33.062

PART TIME EMPLOYEES

33.062 Part-Time Employees:

(D) An employee who is employed to work thirty-two hours per week in a position that does not have an end date, shall be required to participate in the City Contributory Retirement System unless the position is designated as a Group II position. (Current part time employees who are working less hours, and who are currently contributing to the Contributory Retirement System, may continue to do so.) Said employees shall be eligible to participate in the health insurance program upon retirement.